

Risk Assessment Form

Location/Dept: RHC Site		Date Assessed: 29 July 20		Assessed by: Mark Evans			
Task/ Activity: COVID 19 Working Safely V4		Review Date: 29 Aug 20		Reference Number: 04			
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required/ Comments
GENERAL WORKING SAFELY							
Staffing	Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal	Staff/Residents and Pensioners	<ul style="list-style-type: none"> • Where possible staff should work from home. • Vulnerable workers should stay at home shielding. 	4	2	8	Current control measures of non-essential and shielding staff working / staying at home are effective.

<p>Travel to Work (Public Transport)</p>	<p>Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<ul style="list-style-type: none"> • Where possible public transport is not to be used, walk, drive or take a taxi to work avoiding contact with other people. • Wash hands prior to leaving home and as soon as you arrive at work. • Wear PPE (Face Mask & Gloves), these are to be discarded at the entrance to the RHC site. Bins are provided. • Personalised PPE items are to be removed at the entrance, only PPE issued by the RHC is to be worn on site. • Maintain 2m social distancing • Access only through London or Chelsea Gate. • Avoid touching anything. • On entering RHC site individuals temperature will be taken, if over 37.5 staff will not be allowed on site. • 	<p>4</p>	<p>4</p>	<p>16</p>	<p>The Risk cannot be 100% controlled, the measures only mitigate the risk, Staff need to be conscious of their surroundings and their actions.</p>
<p>Travel to Work (Car)</p>	<p>Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<ul style="list-style-type: none"> • Before and after travelling wipe controls and door handles with disinfectant wipes. • Wash hands immediately on arrival at work. • On entering RHC site individual's temperature will be taken, if it is over 37.5 staff will not be allowed on site. • Only passengers from the same household should travel in the car. 	<p>4</p>	<p>1</p>	<p>4</p>	

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<p>Travel to Work (Staff Mini Bus)</p>	<p>Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<p>See Risk Assessment COVID 19 02 Staff Transport V3 Dated 02 Jun20.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Transport is no longer provided as of 31 July serial will remain in risk assessment should it be reinstated in the future.</p>
<p>Travel to work (Foot . Bycyle)</p>	<p>Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<ul style="list-style-type: none"> • Maintain 2m Social Distancing. • If PPE worn it is to be discarded at entrance to the RHC site, bins are provided. • Wash hands immediately on arrival at work 	<p>4</p>	<p>1</p>	<p>4</p>	

<p>Work Activities</p>	<p>Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<ul style="list-style-type: none"> • Maintain 2m distance from co-workers. • No movement, visiting between offices/ areas, unless the role requires it for work purposes, Telephone, E mail, or use Teams, wherever possible. • Daily cleaning of work area with disinfectant wipes at start and end of working day. • Work areas to be well ventilated. • Staff are restricted to their work area and are not to leave it except to take breaks, managers are to stagger breaks. Breaks should be taken outside or in a well-ventilated location. • Use of office / work equipment restricted to office/ dept staff, hands are to be cleansed after use. • Barriers / Screens to be in place where 2m social distancing cannot be achieved. • Where staff cannot be managed with 2M social distancing face masks are to be worn (this also applies to meetings) . staff attendance should be staggered. • Any Pensioner facing activities require the staff to wear face masks. • MTI Staff are not to move across site into the Main site unless their role requires it. 	<p>4</p>	<p>2</p>	<p>8</p>	<p>The measures in place are mitigating the risk to a low level as possible, Staff must continue to apply the measures and not become complacent. Staff returning to work must be fully briefed on what is required before they return to work. The direction for staff has been published on Our Space.</p>
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<p>Hygiene-Contamination control.</p>	<p>Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<ul style="list-style-type: none"> • Any personal mugs and beverage materials must be stored on or in staff members desks, where central hot water facility are in place this is to be used, Office kettles are to be treated as the same as equipment and are to be wiped with disinfectant wipes after use. • No self-made personalised PPE items are to be worn on site. Only PPE issued by the RHC is to be worn. • Wash / Sanitise hands when touching items used by others. • Sanitise hands when entering any building. • No meeting or associating with IPs, if role requires it then 2m social distance must be applied. • The site is split into Zones see attached schematic, restrictions as follow: Controlled Zone. <ol style="list-style-type: none"> 1. Zone areas included the Colonnades, MTI, Wren Chapel All Long Wards, Pensioner dining areas, CPC. 2. No access unless role requires staff to enter this zone. 3. PPE (Face Masks) are to be worn in this Zone. 4. 2m Social Distancing must be strictly adhered to. <p>Pedestrian Transit Routes. This is to be the first choice of route for crossing the site East to West. The route across the site East to West is for Residents and non</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Staff are required to follow the measures laid down, this has to be policed by all managers. The used of the Pedestrian route and staying out of the Controlled Zone must be strictly adhered to.</p>
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MTI WORKING SAFELY						
MTI Domiciliary Care activities	Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.	Staff/Residents and Pensioners	<ul style="list-style-type: none"> • Ensure compliance with DHW Policy Infection Control policy • Maintain annual training and records Infection Control • Maintain annual training H&S RHC • Ensure compliance with RHC sectorisation plan for safe working practices • 	3	3	9
Nursing staff	Hazard- Disease transfer / Infection Risk- Contamination, with possibility of illness ranging from Minor Illness to Fatal.	Staff/Residents and Pensioners	<ul style="list-style-type: none"> • Ensure compliance with DHW Policy Infection Control policy • Maintain annual training and records Infection Control • Maintain annual training H&S RHC • Ensure compliance with RHC sectorisation plan • Ensure compliance with MTI Isolation Unit operational policy when working within this environment 	3	3	9

<p>Black, Asian, Minority Ethnic Staff</p>	<p>Hazard- Disease transfer / Infection Risk- Higher risk Group for COVID 19, with possibility of illness ranging from Minor Illness to Fatal.</p>	<p>Staff/Residents and Pensioners</p>	<ul style="list-style-type: none"> • The Working Safely measures already implemented at the RHC are adequate to protect and manage the risk to as low a level as possible for all staff. The following additional considerations and actions will be implemented to further protect the BAME staff at the RHC. • Ethnicity data will be held to better understand the BAME staff demographic across the site, ethnicity will be a routine part of our statistics. • Results from any community participatory research that the NHS undertake to ensure we are aware of how social, financial, cultural and religious factors affect COVID-19 risks in relation to our BAME staff. • Any Concerns that BAME employees have will be addressed, whilst continuing to follow strict Government Health & Safety advice for all staff. • Any information regarding education campaigns from the NHS which are aimed at BAME employees will be shared verbally, in writing or by media options. • Public health campaigns for BAME employees at the Royal Hospital who are at higher risk of obesity and serious health problems will be shared verbally, in writing or by media options. 	<p>3</p>	<p>3</p>	<p>9</p>	
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Risk/Priority Indicator Key

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Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKE LIHO OD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so